



WESTERN COVENTRY FIRE DISTRICT

1110 Victory Highway Greene, Rhode Island 02827, Phone (401) 397-7520, Fax (401) 397-1084 www.wcfd.net

Board of Directors Meeting

Thursday, 19 November, 2015, 7:00 P.M.

meeting to take place at the above address

MINUTES

(Posted 15 November, 2015)

Members Present

John Humble

Robert Hevey

Jonathan Farnum

Steve Bousquet

Richard Holt

Chief Quattrini

Cheryl Wilcox

WCS Mays III

Glenn Underwood

Joan Smith

1. ***Call to Order and Attendance*** – The Chairman called the meeting to order at 7:00 p.m.
2. ***Emergency evacuation procedure announcement*** – The Chief reviewed the emergency evacuation procedure.
3. ***Confirmation of required meeting posting and quorum*** – The Chairman confirmed there was a quorum present and the meeting was posted in all required locations.
4. ***Acceptance of meeting minutes of 15 October, 2015 BOD meeting*** – A motion was made by Mr. Holt and seconded by Mr. Farnum to accept the minutes of the October 15, 2015 meeting as presented. All voted aye. Motion carried.
5. ***Chief's Report to include:***
 - a. ***Department's operational activity and management for the month of October, 2015*** –
There were 10 fires, 34 rescues, and 4 trainings in October.

The Chief attended a Labor Relations workshop in Providence and a Brown University ethics class. He attended the Woonasquatucket Valley Firemen's League on October 13th.

Lynch Co. provided loam to the department. The Chief and Charlie Bowen spread for grass in the spring.

Fire Prevention went well at the elementary school. We are planning to return back to the school on November 18 to address the 4th and 5th grades.

The Fire Department is in the process of applying for FEMA Grants for Plymovent System for the Apparatus Floor, Turn-out Gear, SCAB Equipment, and Training Equipment and Materials

A motion was made by Mr. Farnum and seconded by Mr. Hevey to approve the Chief's report.

- b. *Mutual Aid Report*** - 10 mutual aid in and 7 out (3 to CCFD, 3 to West Greenwich and 1 to Sterling)
- c. *Apparatus usage report*** - On 10/23, Brush-1, Unit-8 and Car 91 responded to Falls River Rd. in the town of W.G. for a 10 acre brush fire. Scituate Fire Department relocated to Station-8 for coverage. On 10/29, Engine-9, Tanker-8 and Car 91 responded to 305 Sharp St. in the town of W.G. Foster Engine-3 relocated for station coverage and Rescue-8 was staffed ALS.
- d. *Rescue Recovery income and expense forecast.***
- e. *Purchase of replacement air compressor.***
- f. *Update of interaction with WED regarding site visits and training*** - On Monday, October 5, Lieutenant Lacaillade and the Chief met with Paul Correia from Green Development, LLC regarding the underground electric and utility vaults being installed on Flat River Road. The Chief is in the process of contacting National Grid to provide the Fire Department with awareness training. The Vaults are part of the wind turbine project. Mr. Mays asked if they require special equipment in case of fire. The Chief says that they would be flooded it in fire and National Grid would be called. Expansion foam would be ideal in case of fire. Ask Depasquale?
- g. *Dry hydrant program*** - The ISO Committee has decided to divide our response district into (4) quadrants. The overall objective is to have (1) certified dry hydrant and (1) secondary water source in each quadrant.
- h. *Third party billing program expansion.***
- i. *Affiliation with the Rhode Island Association of Fire Chiefs*** - RI Chiefs Assoc grants money for retainment of volunteers every year. We are part of the hiring part of program. They pay for physicals, education, and first sets of turnout gear to retain them for just the cost of the Chief's membership fee. This is something the district should consider covering. Mr. Farnum makes a motion to reimburse the Chief for his membership fee. Motion seconded by Mr. Holt. All voted aye. Motion carried.

Board of Directors

John Humble – Chairperson, Robert Hevey, Richard Holt, Stephen Bousquet, Jonathan Farnum

District Officers

WCS Mays III – Moderator, Joan Smith – Tax Collector, Glenn Underwood – Treasurer, Cheryl Wilcox – Clerk
Chief Steven Quattrini

2015 Regularly Scheduled Meeting Schedule

15 Jan, 19 Feb, 19 Mar, 16 Apr, 21 May, 18 Jun, 16 Jul, 20 Aug, 17 Sep, 15 Oct, 19 Nov, 17 Dec.

6. ***Treasurer's Report to include the District's financial accounting activity for the month of October, 2015*** – tracking fine on revenue side. Expenses appear that they will meet budget. A motion is made by Mr. Farnum and seconded by Mr. Hevey to accept the Treasurers report. All voted aye. Motion carried.
7. ***Tax Collector's Report to include tax collection activity for the month of October, 2015*** – beginning balance, \$580,104.82; payments, \$159,977.72; uncollected balance, \$420,035.57. A motion is made by Mr. Holt and seconded by Mr. Hevey to accept the Tax Collectors report. All voted aye. Motion carried.
8. ***Clerk's Report.****
 - a. ***Secretary of State web site posting of minutes of this meeting:***
 - i. ***"Draft" minutes on or before 10 December, 2015.***
 - ii. ***"Approved" minutes on or before 24 December, 2015 or seven days prior to the next regularly scheduled meeting if earlier.***
 - iii. ***"Official But Not Yet Approved" minutes on or before 24 December, 2015 if no regularly scheduled meeting takes place prior to 24 December, 2015.***
 - b. ***Any other matters that the Clerk needs to be bring to the attention of the BOD.***
9. ***SAP Committee Report.****
 - a. ***Revised SAPs for BOD review and approval:***
 - i. ***1211.24 Duties and Responsibilities of the District Clerk -***
 - ii. ***4605.00 Authorization Reimbursable Expenses -***
 - iii. ***5211.10 Records Keeping -***
 - iv. ***5354.00 Harassment Policy contingent upon legal council's concurrence –***
waiting for response from Attorney Harsh. This approval will be tabled.
 - v. ***7100.00 District Budgetary Procedure –*** correct spelling of develop.
 - vi. ***7900.00 Rescue Recovery Funds –***

A motion is made by Mr. Hevey and seconded by Mr. Holt to approve 5354.00, 7100 7900, 1211.24, and 4605 as amended. All voted aye. Motion carried.
 - b. ***Next meeting scheduled for 10 December, 2015 -***

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c. Note any recommendations made at this meeting for SAP revisions or additions.

Distribute SAP's annually-disc

- 10. Discuss and establish plans to counter the potential impact on WCFD due to possible operational and/or capability changes made by other fire districts/departments in surrounding areas*** – CCFD approved a six month budget. Peter Lamb has been appointed new Chief of CCFD.
- 11. New Business*** – n/a
- 12. Open Forum*** – n/a
- 13. Schedule next BOD meeting*** – The next meeting will be held on December 17, 2015
- 14. Adjournment*** – A motion was made by Mr. Holt and seconded by Mr. Hevey to adjourn the meeting at 8:25 p.m. All voted aye. Motion carried.

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